

I. Rank and Promotion

Faculty Rank and promotion in rank at Western Kentucky University is determined on the basis of are based on criteria recommended by a faculty committee of the University and adopted by the Board of Regents. The criteria are as follows:

I- A. General Principles

A- Introductory Statement:

Faculty rank and promotions are to be determined objectively and impartially on the basis of merit. Promotion in rank is granted on the basis of academic qualifications, years experience, and demonstrated achievement. The criteria stated below will serve as a guide in the assignment of academic rank. Justifiable Exceptions to these principles criteria may be made in extreme situations, where the candidate shows exceptional credentials in terms of academic qualifications, experience, or demonstrated achievement in teaching effectiveness, research/creative activity, university/community service.

B. Factors Governing Employment and/or Promotions of Each Candidate:

1. Acceptable character and personality.
2. Loyalty to the policies of the University.
3. Evidence of professional interest and growth.
4. Evidence of effective teaching or service.

C. To consider the evidence of faculty members for promotion in rank, -periodic evaluations are made by the department head, the dean of the college, and the Vice President for Academic Affairs. Recommendations based upon these evaluations are forwarded to the President after review by the Council of Academic Deans. The President has the responsibility of making recommendations to the Board of Regents for final approval.

II. Specific Criteria for Individual Ranks

A. Professor

1. Academic qualifications: The earned doctorate or the appropriate terminal degree in the professions.
2. Experience: A minimum of seven five years' college teaching service at the rank of Associate Professor.
3. Demonstration of an unusual degree of skill in effective teaching, research, creative work, or faculty service. Demonstrated achievement appropriate for this rank * in teaching effectiveness, research/creative activity, university/community service.

B. Associate Professor

1. Academic qualifications: Doctorate or two or more years of advanced work above the master's level largely in one field of concentration. (Academic requirements above the master's level may be waived provided the individual has had a minimum of eight years' experience, five of which must be gained in this institution, and has made an outstanding contribution to this university). The earned doctorate or the appropriate terminal degree in the profession, or the master's degree plus at least thirty-six semester hours graduate work related to the faculty member's academic area.
2. Experience:
 - a. If academic qualifications include a doctorate, three years' acceptable experience in the field in which he is employed.
 - b. If academic qualifications are less than a doctorate, five years acceptable experience in the field in which he is employed.

A minimum of five years' service at the rank of Assistant Professor.
3. Demonstrated ability to do scholarly or creative work or an established reputation in the teaching field. achievement appropriate for this rank * in teaching effectiveness, research/creative activity, university/ community service.

* What is "appropriate for this rank" is to be determined by the department. See the first paragraph under III, Procedures for Promotion.

C. Assistant Professor

1. Academic qualifications: The earned doctorate or one or more years of advanced work above the master's level largely in one field of concentration, the appropriate terminal degree in the professions or the master's degree. (Academic requirements above the master's level may be waived provided the individual has had a minimum of five years successful teaching experience, or has made an outstanding contribution to this university).
2. Experience:
 - a. If academic qualifications include a doctorate, formal teaching experience may be waived.
 - b. If academic qualifications are less than a doctorate, three years' acceptable experience in the field in which he is employed.

A minimum of three years' service at the rank of Instructor (may be waived for persons holding the doctorate).
3. Demonstrated achievement appropriate for this rank * in teaching effectiveness, research/creative activity, university/community service.

D. Instructor

1. Academic qualifications: Master's degree or the equivalent or demonstrated ability in the field in which the candidate is employed.
2. Experience: Successful experience up to three years in a teaching or supervisory capacity is advisable.

E. Associate Instructor

Academic qualifications: Bachelor's degree and demonstrated ability in the field for which the candidate is employed.

F. Assistant Instructor

Academic qualifications: Sufficient specialized training in the field to qualify for a special assignment.

* What is "appropriate for this rank" is to be determined by the department. See the first paragraph under III, Procedures for Promotion.

III. Procedures for Promotion

It shall be the responsibility of the departmental faculty ** to develop and maintain up-to-date, written criteria and guidelines to specify levels of achievement appropriate for each rank. These criteria and guidelines must be approved by a two-thirds majority of the departmental faculty.

It shall be the responsibility of each college to form a committee, consisting of one professor elected from each department, which will regularly review departmental criteria and guidelines for promotion in order to assure some reasonable degree of (1) equal opportunity and (2) equal quality of achievement for faculty members in all departments within the college. This committee will report its findings both to departments which seem to be out of line with the rest of the college and to the dean of the college.

Each department of the university shall establish a Rank and Promotion Committee made up of the department members who are senior in rank to the candidate being considered for promotion. This committee shall not include the department head.

Faculty members desiring promotion shall apply in writing to the department head who will refer the application to the department Rank and Promotion Committee. The department head may also initiate the promotion process by recommending the candidate to the department Rank and Promotion Committee. *** The department Rank and Promotion Committee will review all relevant factors and provide a written advisory

** "Persons in the full-time employ of the university who hold faculty rank and who satisfy at least three-fourths of their contractual obligation in teaching, research, public service, and/or other non-administrative assignments." (definition of "faculty")

***Added
by
rec.Comm.

opinion to the department head. The department head will review all relevant factors and forward a recommendation (along with the advisory opinion of the department Rank and Promotion Committee) to the college dean who will in turn forward his recommendation and all evaluation materials to the Vice President for Academic Affairs. The Vice President for Academic Affairs will review these materials and make a recommendation to the President. If the faculty member is not recommended for promotion, he/she will be so advised by the administrative official making such a recommendation. Written notification of this action and supporting statements shall be forwarded to the faculty member involved and all persons previously involved in the review process.

A University Rank and Promotion Review Committee shall be selected by draw from a list of full-time professors of the faculty elected one from each department. The President shall convene the University Rank and Promotion Review Committee upon written request of the affected faculty member. The Committee will then collect all pertinent information, review all relevant factors, and seek to resolve the complaint. Within three weeks from the time the complaint is received by the President the University Rank and Promotion Review Committee will provide an advisory opinion to the President on the appropriateness of the decisions made. The Committee shall also forward a copy of this report to the faculty member involved and all persons previously involved in the review process.

After all reviews the President will make a decision as to making a recommendation for promotion to the Board of Regents.